

UNITED STATES DISTRICT COURT

District of Nebraska

Position Announcement No. 16-07

Position: Accounting Technician
Location: Omaha, Nebraska
Starting Salary: CL 24/21* - \$42,857
Salary Range: \$42,857 - \$57,631 (CL 24*)
Opening Date: Monday, July 25, 2016
Closing Date: Friday, August 12, 2016 – close of business 4:30 p.m.
Career Opportunity: CL 26/61

*Starting salary is set considering human resource policies, qualifications, experience and applicant's current salary or federal pay grade.

Position Overview

The United States District Court for the District of Nebraska is seeking a full-time accounting technician. This position is located in the shared administrative services office of the United States District Court. The accounting technician provides administrative support to the Clerk's Office and the Probation and Pretrial Services Office.

Representative Duties

- Research, review, and interpret rules, policies and procedures, and assist in writing and revision of the same.
- Receive and process all incoming bills, reviewing for accuracy, supporting documentation, and receipt of services.
- Create all payment authorizations.
- Reconcile monthly bank card statements.
- Manage vendor information.
- Research interpreter and court reporter guidelines and assist in updating local guidelines.
- Review and process all interpreter statements for service.
- Answer questions and resolve payment issues from staff, interpreters, and court reporters.
- Update interpreter logs.
- Research and remain familiar with travel regulations and provide assistance to district court agencies.
- Input and obligate travel orders.
- Receive and process all incoming travel vouchers, reviewing for accuracy, supporting documentation, and adherence to the *Guide to Judiciary Policy*.
- Monitor changes, assist with updating rules and regulations, and notify all court agencies when changes in per diem, regulations, or mileage occur.
- Review unit executives' travel vouchers.

- Assist in training staff in use of court travel software and proper travel voucher preparation.
- Verify by inspection the receipt of goods and services.
- Perform daily reconciliation for all funds received in the Clerk's Office in Omaha, taking control and responsibility for said funds, and securing the vault.
- Monitor daily reconciliations, prepare funds for deposit to bank, and arrange for armored car service.
- Coordinate and lead public courthouse tours.
- Perform other duties, as assigned.

Qualifications

Education: High school graduation or equivalent; college degree preferred.

Experience: Prospective candidates should have two years of general experience and at least one year of specialized experience that included progressively responsible clerical or administrative experience that provided knowledge of the rules, regulations, practices and principles of financial administration and/or accounting; and involved the routine use of automated financial and accounting systems or other computer-based systems and applications such as word processing, spreadsheets, and databases.

Education may not be substituted for specialized experience because administrative court support positions require hands-on experience to be credited as specialized experience.

Application Process

Applicants must submit an application package composed of:

- A cover letter.
- A detailed resume that includes full educational background, continuing education, legal training, facilitation/presentation skills, second language/sign language proficiencies, military service, community service/civic involvement, work with under-represented populations, and internships.
- A completed AO 78 Application for Judicial Branch Employment. The form AO 78 is available on the court's website at:
<http://www.ned.uscourts.gov/public/employment-opportunities/>
- A PDF of the completed application package. Application packages not received in PDF format will be considered incomplete.

Send the completed application package to: USDCHR@ned.uscourts.gov

Incomplete application packages and applications received after the closing date will not be considered.

The applicants deemed most qualified will be invited to participate in a personal interview at their own expense. The United States District Court will not be responsible for expenses associated with traveling for interviews or for relocating the successful candidate. References will not be required until an applicant is considered a finalist. Final candidates are subject to a background security check. All application information is

subject to verification. Appointment to this position is contingent upon successful completion of a background check, including fingerprint and criminal record checks. An applicant selected for the position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment.

Employees of the United States District Court are not included in the government's Civil Service classification, but are under an excepted appointment and therefore serve at will. All judiciary employees are required to adhere to the [Judicial Code of Conduct](#), which is available upon request. Applicants must be United States citizens or eligible to work in the United States. The United States District Court for the District of Nebraska is an equal opportunity employer and has a strong commitment to achieving diversity among staff. In particular, members of under-represented groups are strongly encouraged to apply.

The Clerk of Court reserves the right to modify the conditions of this vacancy announcement at any time or to withdraw it without prior notice.

Benefits

Benefits include ten paid holidays, paid vacation and sick leave, participation in the Federal Retirement Systems, optional participation in a cafeteria plan federal health insurance program, group life insurance, and group long-term disability insurance. Employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit.

The United States District Court is an Equal Opportunity Employer